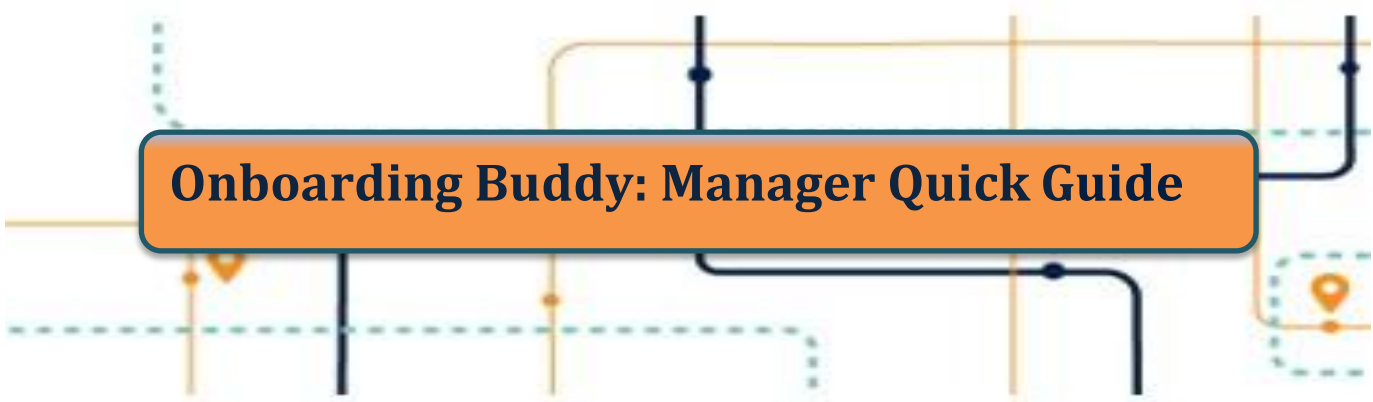




Onboarding Buddy: Manager Quick Guide

Purpose

An onboarding buddy provides informal support to help a new employee feel welcomed, connected, and confident navigating their new work environment during their first 30–60 days.

Manager Actions (Start Here)

- Assign an onboarding buddy prior to the employee's start date
 - Introduce the buddy and new hire (email or brief meeting)
 - Set expectations for buddy touchpoints (see below)
 - Check in at 30 days to ensure the connection is effective
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What the Buddy Does

Week 1: Welcome & Orientation

- Welcome the new employee on their first day (greeting, coffee, or lunch)
- Provide a tour of the workspace, including layout, key/access locations, break areas, emergency exits, and safety procedures (*If not fully remote*)
- Explain basic logistics: parking, transportation, holidays, and dress norms.
- Ensure the employee understands how to enter time and manage time-related processes, based on unit practices and role requirements.
- Introduce key contacts such as immediate team members, IT or technical support, and helpful colleagues

Weeks 2–4: Connection & Integration

- Schedule informal check-ins (quick chats, coffee, etc.)
- Help the employee understand team norms, communication styles, and meeting etiquette
- Make introductions beyond the immediate team
- Invite the employee to team activities or informal gatherings
- Share helpful tips and 'unwritten rules' for success

Month 2: Ongoing Support

- Be available for questions and guidance
- Encourage participation in meetings and discussions
- Share additional resources such as internal websites, newsletters, org charts, and campus services
- Help the employee build broader connections across the organization

Optional Touchpoints

- Coordinate a welcome note, card, or team message
- Highlight the new employee in a newsletter or website
- Share favorite local lunch spots, coffee shops, hair care providers, and other conveniences
- Acknowledge first-week or first-month milestones

Tips for Choosing a Buddy

- Is approachable and communicative
- Understands team processes and culture
- Models positive workplace behaviors
- Has the time and willingness to support a new employee